

1 – TITLE: PROGRAM AND EVENT PLANNING
SSG ROMAN...16 NOV 05

Ice Breaker: Act enthusiastic....

Last Qtrly Mtg—I lied, said “continue what SSG Javois had done”

Truth is, BOSS is going to grow

SPC Loper arrived from 2 years BOSS Pres at Ft Knox

9-11 baby (literally)

Technician—working computer eng - 5x income

Synergy – complement ea other, both committed

Along w Mr Lattanzi, Rec Programmer, 2 yrs BOSS

SGT Redmond says I haven’t left Casey – true, every weekend

5 years here – working w 1SGs and CSMs

15 months in garrison – NEO Coor 3 Exercises, Volunteer English Program

Last year part of a great command team – most known for Victory Parties and Good Neighbor events

Today, Mr Lattanzi and I have prepared some material to help BOSS Reps program and plan events—to BOSS Presidents.

The handouts are quite comprehensive, please take out of them what you can apply to your program

We plan to email the updates. Also, the cd is loaded w BOSS training propaganda.

2 – AGENDA

Give you a six pack – is that ok sir?

1 – CUSTOMER DRIVEN: Everybody, raise your left hand: Who are our customers?

That is not all, who else are our customers?

Soldiers, and leaders – we need them to participate, planning and events

2 – PROACTIVE LEADERSHIP: Raise right hand: Who are the leaders of BOSS?

3 – EIGHT-STEP TRAINING MODEL: Every function, every element in the Army uses this.

4 – BACKWARDS PLANNING: Start with D-Day (day of event), working back to Today--what needs to be done, how far before the event.

5 – BUDGETING: Costs versus Income. Cost analysis, Cost/Benefit analysis, Break even analysis.

6 – AFTER ACTION REPORTS: Why? Start of your next event.

3 - CUSTOMER DRIVEN

SOLDIERS' DESIRES: Determine by survey, formal or informal

Informal: - What can make life better for Soldiers?

- How can we get the Soldiers out of the Bs?

- How can my platoon get 10 Soldiers to a BOSS event?

IDEA becomes PLAN: After fact finding – CONCEPT, seed; go to command team—BOSS Pres, MWR Advisor, CSM, etc. Approve on their calendar.

(talking to leaders—go to them with thought out concept—1SGs always say no 1st. How are you going to take care of their Soldiers!)

GETTING STARTED: Reserve facilities, equipment; Task personnel—be thorough.

4 - PROACTIVE LEADERSHIP

CHECKLISTS: How many have written MOIs? Make checklists?

Box: /, X, filled – started, planning complete, finished (red, amber, green) Based on MOI—if have one.

PERSISTENCE: 1 - Nobody ever got in trouble for working too hard; 2 – DO IT NOW! (ROK); 3 – You do not delegate the responsibility.

FACE – TO – FACE: Why? A – BOSS is Handsome; B – Increase communication; C – Harder to say no

5 - EIGHT-STEP TRAINING MODEL

PLDC? Every Squad, BN, Installation – plans based on 8-steps

1. Plan the training.
2. Train the trainers. Raise right hand—question: What are we doing now?
3. Recon the site. PCCs/PCIs. Call ahead! Check equipment. Tweak and fine tune.
4. Issue the order.
5. Rehearse the training. Always walk through, unless totally familiar.
6. Execute the training.
7. Evaluate the training.
8. Retrain as necessary.

6 - BACKWARDS PLANNING

Average Soldier—plan how far? Wake up, say what are we doing today. In BOSS, Change—three months. And once you have the idea, the event, think D-Day to Today. (2-6 months big event)

BALANCE THE PILLARS OF BOSS: Comm. Svc more and more! ACS, Good Neighbor, EO—who in here is too proud to piggy back with these organizations? Don't let pride hold you back—go talk to these people, they are starving for Soldiers to mentor, and BOSS is at the top of their priority roster, of people to help out. AFAP, USO, MWR Subs, Aafes, lodges.

HISTORICAL DATA: Continuity books, computer files – pass it on. AIP? How many—chance to lead will come.

TIMELINES: Agenda, timelines for days leading up to events, to-do lists.

Taskers, POCs, IPRs (red, amber, green)

(Camp Casey:

Pass and Id – 10 working days

TSAK – Graphics – 2 weeks; Video – 6 weeks

DPW – 6 weeks

Sponsors – 1 month, 2 days (Aafes, B of A); please don't offend

7 – BUDGETING

SHOOT FOR THE STARS, YOU'LL REACH THE MOON!!

FEASIBILITY: Cost analysis (project high at the start, because when you ask someone for help, they will often give you just what you ask for)

EXPENSES: List all possible expenses, outcomes. Is the cost worth the benefit? (Cost benefit analysis)

SOURCES OF FUNDS: List all possible sources of funds—income. Consider income generation IGAs—see cd. SPC Loper and Area III have greatest success history—long term projects, BOSS access to concessions, etc.

Sponsorships. Always work through MWR Advisors.

Work is money, but balance with volunteer spirit too: Volunteer effort! Volunteer incentives! Tracking?

8 - AFTER ACTION REPORTS

CRITICAL ANALYSIS: Think out of the box!

START OF NEXT EVENT: Think constant improvement!

MOI LINE BY LINE: Go down your MOI or checklist line by line, either survey or think from the customer's perspective.

9 - FINAL THOUGHTS

QUESTIONS: daniel.roman1@korea.army.mil

SUMMARY:

Volunteer Spirit: You will always get more out of it than you give! I love teaching the children—Loper loves BOSS!

You are the leaders! (sometimes the best trait of leading is to be a good follower)

“Get ‘em involved!”

“May the force be with you!”

“Taking chances is something you need to do if you want to excel, so don't be overly cautious when planning an event.”

Program Plan Worksheet Guidance

The sooner you start the better—three to six months recommended:

1. Determine the goal and need for the event—NEEDS ASSESSMENT

- ☐ Is this event what soldiers want?
- ☐ Is this in the best interest of the soldiers?
- ☐ Survey the Soldiers—formal or informal

2. Define the event—who, what, when, where, why and how much

- ☐ Decide who is going to oversee (chair) the event
- ☐ Recruit volunteers. Will incentives be offered?
- ☐ Bring everyone together to decide the following:
 - ☐ Theme
 - ☐ Name of the event—think of something catchy
 - ☐ Location of the event
 - ☐ What type of activities will you offer—always take into consideration who the target audience will be
 - ☐ Who will be the projected attendees; how many people can be accommodated
 - ☐ Time of the event
 - ☐ Conflicting events, dates, times—check training schedules
 - ☐ Indoor and outdoor event (weather must be considered, advertise a rain date/place)
 - ☐ Food (food committee)
 - ☐ Will alcohol be served at the event?
 - ☐ Entertainment
 - ☐ Displays
 - ☐ How much will the event cost?
 - ☐ Determine expenses and if the budget supports it
 - ☐ Determine admission, if any, into the events for patrons
 - ☐ Determine sources of income, or financial support
 - ☐ Consider possible sponsors
 - ☐ Determine break even projections for various participant levels
 - ☐ Constantly revise expenses and income using tracking matrix
 - ☐ Does this event require a Memorandum of Instruction (MOI) and require In-Progress Reviews (IPR's) throughout the planning process
 - ☐ Who will be on what committee? Committees may include Awards and Prizes (S4/Supply), Entertainment and Publicity (S5/PAO), Security (S2/DPTMS), Exhibits and Information (S3/Operations), Food and Decorations (DFAC/Support), and Invitations and Hospitality (S1/PAC); establish members and appoint chairs with the time, energy, and commitment to do the work.
 - ☐ What type of marketing will be needed to advertise the event
 - ☐ Are there any sponsorship needs—see MWR Commercial Sponsorship
 - ☐ What type of administration will be needed—memo's, requests, forms
 - ☐ Permits

- ❑ Reservation memos
- ❑ Sponsorship process
- ❑ Funding requests
- ❑ Garrison Command approval
- ❑ Legal approval
- ❑ Installation Safety Director approval
- ❑ Map or directions to site
- ❑ Map of site to present to key personnel/participants
- ❑ IPR slideshow with agenda, timeline, site maps, taskers, updates per unit and activity, review of resources and expenditures
- ❑ Handouts of slides for key leaders
- ❑ Signage at event—directions, seating, parking, warning (coordinate with MWR marketing NLT 30 days prior)
- ❑ What timelines will be needed for:
 - ❑ Reservations (especially for Korea language issues—face to face is better)
 - ❑ Facilities (asap)
 - ❑ On-site
 - ❑ Off-site or alternate location
 - ❑ Housing
 - ❑ Barriers
 - ❑ Shelter—canopies
 - ❑ Special purpose—connexes, tents
 - ❑ Military support
 - ❑ Telephones
 - ❑ Storage—short term
 - ❑ Storage for bags, equipment, coats
 - ❑ Key control
 - ❑ DFAC, or restaurant counts
 - ❑ Equipment (asap—mostly S4/Supply)
 - ❑ Vehicles
 - ❑ Port-a-potties
 - ❑ Electrical and lighting requirements
 - ❑ Cooking equipment required—make checklist and ensure all supplies several days prior to event: grill, full propane tank, cooking utensils, paper/plastic products, perishable and non-perishable food, food service gloves, coolers with ice, how will you keep cold food cold/hot food hot, fire extinguisher, etc
 - ❑ Tables, chairs, bleachers, stage, sound systems, etc
 - ❑ Audio Video equipment
 - ❑ Special event or activity—horses, sumo, carnival, balloon games
 - ❑ Radios
 - ❑ Trophies
 - ❑ Other awards to be presented (S1)
 - ❑ Volunteer reward or incentive
 - ❑ Name tags
 - ❑ Generators

- ☐ Cash box
 - ☐ Gift items or giveaways
 - ☐ Door prize drawing equipment
 - ☐ Water supplies—buffaloes, bottled water
 - ☐ Easel requirements
 - ☐ VIP parking signs
 - ☐ Decorations for the event
- ☐ Medical teams
- ☐ Transportation (asap)
 - ☐ Bus, air, taxi
 - ☐ TDY or pass arrangements
 - ☐ Alternate modes/arrangements
 - ☐ Parking
- ☐ Personnel—keep roster of contact information
 - ☐ Celebrity assistance
 - ☐ Guest presenters/speakers
 - ☐ DJs/MCs
 - ☐ Special event teams—honor guard, TKD demo, Salute team
 - ☐ Band
 - ☐ Cooks
 - ☐ Customer Service personnel
 - ☐ Matrix of volunteer duties
 - ☐ Communicate job descriptions to volunteers
 - ☐ Laborer tasking (S3, DPTMS)—Set up, during event, break down/clean up
 - ☐ Concessions taskings
 - ☐ Order food
 - ☐ Set up, Manning, Runners, Break down
 - ☐ Other agencies to participate—ACS, USO, MSO, VFW, Aafes, local businesses, Good Neighbors
 - ☐ Prepare checklist to confirm, greet, and thank
- ☐ Marketing (publicity committee)—
 - ☐ Flyers (4-6 weeks prior)
 - ☐ Signs
 - ☐ Banners
 - ☐ Advertisement campaigns
 - ☐ Customer contact
 - ☐ Invitations
 - ☐ Pre-event publicity blitz
 - ☐ Press release kit—flyer, brochure, statement, BLOs
 - ☐ Photographers
 - ☐ Public relations—PAO
- ☐ Approval documents—usually through Command, Directors, Managers to Command, Directors, Managers
- ☐ Special guest arrangements—VIPs (protocol, escorts, etc)
- ☐ Schedule In Process Reviews with key leaders (IPRs)—Red, amber, green per tasker

- Safety considerations:
 - MP requirements—tasking, coordination
 - Barriers—reserve, coordinate
 - Post security considerations—approval processes
 - Passes and IDs
 - Force protection requirements
 - Firemen requirement
 - First aid kits
 - Fire extinguishers
- What planning and operational work do you need to do:
 - 120 days out:
 - 90 days out:
 - 60 days out:
 - 30 days out:

3. Prior to the event.

- PMCS all vehicles
- PMCS all electronic/AV equipment
- Arrangements for cash box and manning for change or to conduct sales of any type
- Rehearse any activity that you are not completely familiar with in both good and bad weather—rain, wind, snow, etc (eg: grilling hamburgers in the wind)
- Conduct Pre-Event Checks on all equipment, especially electrical
- Make reservations; call to re-confirm (especially in Korea, face to face better)?
- Prepare all of the supplies that you will need—supply storage box(es).
 - Garbage bags/cans, office supplies, sign-in rosters, registration forms, equipment, trophies, tape, scissors, pens/pencils, etc. (see attached special event toolbox)
- Water supply confirmed
- Charge radios and batteries the night before event
- Tables, chairs, canopies needed? If so, they need to be emplaced the day before
- Make a checklist of all assignments—re-confirm at last IPR prior to event
- Make a checklist of key leader timelines, and scrub to ensure no absence of supervision or leader presence, during emergency for instance
- Re-confirm food orders and preparations; modify based on turnout expectations
- Check parking arrangements for staff and participants
- Supervise decorations for the event
- Ensure that volunteers' job descriptions are communicated
- Confirm security plan, especially considering implications of serving alcohol
- Identify any special needs for your event, such as a DJ special announcements or a fire truck to deliver Santa
- Determine what type of reward or incentive you will give volunteers for their time
- Rehearse award presentations, and any activity that involves command or directors

4. Day of the event

- ☐ Ensure all equipment and signs are in proper locations
- ☐ Check trash receptacles regularly
- ☐ Meet with all volunteers prior to event
- ☐ Distribute name tags
- ☐ Distribute written itinerary to key leaders so that they may be knowledgeable when asked questions. For example:
 - ☐ 1500-1600: Kid's Games
 - ☐ 1600-1700: Clowns will perform
 - ☐ 1700-1800: Food will be served
 - ☐ 1730: Meet with beer tenders at cash bar
 - ☐ 1800-2200: DJ performance
 - ☐ 1900-2100: Door prizes will be awarded
- ☐ Ensure that all areas are manned and that those volunteers understand their duties
- ☐ Keep POC cell phone list for all involved, and emergency numbers
- ☐ Supervise, and troubleshoot any issues
- ☐ Always conduct yourself in a professional, courteous manner, regardless of any stresses
- ☐ Have plan to greet VIPs, especially to personally greet highest ranking officials—CSM/BN CDR and higher
- ☐ Maintain military bearing and enforce—you are the Action Officer of the event, and must assume that responsibility at military functions that you control
- ☐ Be prepared to meet and greet press representatives, and to answer questions.
- ☐ Be prepared to brief command and VIP guests—you should know the number of participants, the timeline, when VIPs are expected, and any other pertinent situational information
- ☐ Thank all donors, workers, partners, and celebrities at the event

5. Event Conclusion

- ☐ Empty all garbage cans and pick up trash
- ☐ Make sure the area is cleaner than when you arrived
- ☐ Return all equipment to its proper location/storage area
- ☐ Forward thank you notes to all volunteers, and sponsors
- ☐ Complete an After Action Report (AAR), and forward to your supervisor that will include:
 - ☐ Financial report
 - ☐ Participation report
 - ☐ Recommendations for the next year
 - ☐ Photos of the event

6. Things to remember...

- ☐ ALWAYS MAKE A COPY OF EVERYTHING YOU SUBMIT!
- ☐ People may lose paperwork or forget they received an email; keep a folder with all hard copies, in addition to email folders on the computer
- ☐ Keep copies of all receipts, reservation confirmations, and work order documents
- ☐ Make notes about phone calls; include: dates, times and subjects discussed

- Set up meetings with the people involved with your program—it is easier for someone to tell you NO over the phone than face to face; dialogue brings about better understanding and more complete communication
- Don't make any promises that can't be kept
- Don't obligate the Government to any sponsorship for the program; refer to the Sponsorship Manager at MWR Marketing—give the potential sponsor's information to the Sponsorship manager
- Make sure to discuss the program thoroughly with the MWR BOSS Program Manager
- Always take care of volunteers—provide them lunch, t-shirts, BOSS novelty items, etc

Program Plan Worksheet

Program name: _____

Time: _____ Date: _____

Location: _____

Cost analysis / Budget estimations:

Expenditures (brainstorm and use historical data to project any possible expenses:

Expense	Detail (source)	Outlay	Total
Facilities	eg: Lodge	_____	
Equipment	eg: Generator	_____	
Transportation	eg: Buses	_____	
Food		_____	
Awards		_____	
Power		_____	
Personnel		_____	
Promotion		_____	_____

Sources of funds (brainstorm and use historical data to project any possible income generation sources:

Resource	POC	Amount	Total
Unit funds	eg: 1SGs	_____	
Approved CC		_____	
IGAs			
1		_____	
2		_____	
3		_____	
Concessions		_____	
Sponsorships			
1		_____	
2		_____	
3		_____	_____
Net Income (Expense) expected			_____

Staffing requirements: _____

Materials or supplies needed: _____

Memorandum of Instructions (MOI) needed: _____
(Immediately establish the need for an MOI and who will be responsible for completing it)

Planning: In-Progress Reviews (IPR's) planned for all involved: _____

Does this program include concessions? If so, list items and supplies needed and take into consideration ordering/delivery time from vendors: _____

Does this program involve sponsorship? If so, please list details: _____

Publicity:

- ☐ Marketing request due by: _____
 - ☐ Completion date requested: _____
- ☐ PAO submission due by: _____
- ☐ Marquee request due by: _____
- ☐ Other forms of publicity: _____
 - ☐ Command Channel: _____
 - ☐ Monthly MWR brochure: _____
 - ☐ Radio: _____
 - ☐ Email blitz: _____
 - ☐ Banners: _____
 - ☐ Command and Staff: _____

Prior to the event: _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

List of volunteers, phone numbers:

<u>Rank</u>	<u>Last Name</u>	<u>First Name</u>	<u>Unit</u>	<u>Phone #</u>	<u>Cell #</u>	<u>Email</u>
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Day of the event: _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

After the event: _____

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Actual financial report (expenses vs. income): _____

Expenditures:

<u>Expense</u>	<u>Detail (source)</u>	<u>Outlay</u>	<u>Total</u>
Facilities	eg: Lodge	_____	
Equipment	eg: Generator	_____	
Transportation	eg: Buses	<u>eg. \$3000</u>	
Food		<u>eg. \$3000</u>	
Awards		<u>eg. \$1000</u>	
Power		_____	
Personnel		_____	
Promotion		_____	
			<u>\$7000</u>

Sources of funds:

Resource	POC	Amount	Total
Unit funds	eg: 1SGs	_____	
Approved CC		_____	
IGAs			
1		eg: \$3000	
2		_____	
3		_____	
Concessions		eg: \$3000	
Sponsorships			
1		_____	
2		_____	
3		_____	
			eg: \$6000

Net Income (Expense) expected**eg: (\$1000)**

Participation figures: _____

Event successes: _____

☐ _____☐ _____☐ _____

Recommendations for improvement: _____

☐ _____☐ _____☐ _____

Complete a formal After Action Report if needed.

Determining Event Needs--Worksheet

	<u>What we have</u>	<u>Key Contact</u>	<u>What we need</u>	<u>Key Contact</u>
I. Facilities/Infrastructure				
Event site				
Entertainment				
Lodging 1. 2. 3.				
Food Services 1. 2. 3.				
VIP/Sponsor Hospitality				
Signage				
Parking				
On Site Transportation				
Utilities 1. 2. 3.				
Stage/Sound System				
Waste Management System				
Event Rentals 1. 2. 3.				
II. Expertise / People				
Committee Leadership 1. 2. 3. 4.				
Committee Volunteers 1. 2. 3.				
Legal/Insurance/Consultants				
Budget/Financial Advisors				
Technical Production Advisors				
Security Personnel				
Medical Coverage				

	<u>What we have</u>	<u>Key Contact</u>	<u>What we need</u>	<u>Key Contact</u>
Artist/Designer				
Set Up Support				
Trash Clean Up Crew				
III. Other Services:				
Printing				
Silk Screening				
Ticket Sales				
Program Design/Printing				
Decorating				
Specialty Lighting				
Specialty Giveaway Production				
Photography				
Video Coverage				
Communication Systems				
Warehousing				
IV. Finances				
Basic Planning Budget				
Government Support				
Fundraising support				
1.				
2.				
3.				
4.				
Donations / In-kind				
1.				
2.				
3.				
4.				
Ticket Sales				
1.				
2.				
3.				
4.				
Souvenir Sales				
1.				
2.				

Other:

V. Key Contacts

Essential Contacts:	Phone #	Contact Record:	Contact Record:	Contact Record:
1				
2				
3				
4				
5				
6				
7				
8				

VI. Miscellaneous Other Needs:

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

After working through the worksheet, record the following basic statements:

Commitment Parameters

Places (facilities/infrastructure)

We are ready to host this event after we are assured of: _____

People (expertise):

We need to bring together the following key players to contribute to this event: _____

Finances:

We have the following avenues of support for our event: _____

Contracts:

We need to arrange for the following key contracts: _____

Miscellaneous Other Needs:

We cannot forget these other key needs, including: _____

**Now you have begun the process of identifying all the pieces of your
event success.**

For (event name)

Person or unit responsible

Task

Date Due

Green

Complete

[illegible]

Risk Management/Contingency Plan

Program/Event:

POC:

Risk Event

Probable Causes

Symptoms/Triggers

Preventive Plans

Contingency Plan

Outcome

8 Step Training Model Worksheet

NAME: _____ SECTION: _____ DATE: _____

1. PLAN THE TRAINING

- What is to be trained: _____
- What is the METL assessment: _____
- Who is to be trained: _____
- Identify an assistant instructor: _____
- Date training was planned: _____
- Date training will be executed: _____
- Is the training site coordinated: _____
- Are all resources coordinated: _____
- Materials/training aids required: _____

- Has a Risk Assessment been done: _____

2. TRAIN THE TRAINERS

- Has the trainers training outline been reviewed: _____
- Is the trainer technically and tactically proficient: _____
- Does the trainer have/understand the task, conditions, and standards: _____
- Review references, IE; FMs ARTEPs, TMs, and soldier's manuals: _____
- Is the trainer's evaluation procedure in compliance with the training objective: _____

3. RECON THE SITE

- Location of training: _____
- Is the site suitable for the training: _____
- Is it easily accessible for emergency cases: _____

4. ISSUE THE ORDER

- Has a OPORD been issued for the training: _____
- Has the uniform for the training been briefed: _____

5. REHEARSE THE TRAINING

- Identify weak points in the training plan: _____
- Does the training flow: _____
- Is there sufficient time for the training: _____
- Are the training aids/material present and operational: _____
- Did you review pre-execution and pre-combat check sheets: _____

6. EXECUTE THE TRAINING

- Is the training conducted to standard: _____
- Are soldiers for training accounted for: _____
- Is everyone in uniform: _____

8 Step Training Model Worksheet

7. EVALUTE THE TRAINING

- Was there an evaluation done after the training execution: _____
- Were the training objective/standards met: _____
- What is the METL assessment: _____
- Were the materials/training aids sufficient for the training: _____

- Was an After Action Review done: _____
- Are the training results recorded in the leaders book: _____

8. RETRAIN AS NECESSARY

- Be prepared for opportunity training: _____
- Review references, IE; FMs ARTEPs, TMs, and soldier's manuals: _____

REMARKS:

Selling an Idea to the Boss

	Yes	No
1. I try to prepare the ground in advance of presenting a formal or full-blown proposal.		
2. I do my homework properly – I get the facts, present alternatives, show pros and cons of each alternative, etc.		
3. As part of my preparation, I conduct a “dry run” on someone else who serves as a tough devil’s advocate.		
4. I pay attention to the boss’s schedule. I try to see him/her when I know there won’t be an obligation to hurry.		
5. I pay attention to timing. I present the idea when it fits in with the concerns of the organization and/or the boss.		
6. I try to involve the boss in the presentation so that there is two-way communication.		
7. I use graphics, visual aids, etc. wherever I can because people respond better to a formal presentation and something they can see.		
8. I consider the boss’ view. I know the boss’ interests, values, and orientation, and I start from there.		
I try to stress “what’s in it for him” as opposed to presenting the boss with an abstract idea.		
9. I try to tie in my proposal to on-going programs and past successes so that there is a comfortable link with the past.		
11. I try to make clear what the risks and what the chances of success are.		
12. I anticipate possible objections of doubts and am prepared to respond to them.		
13. I am prepared to respond to the possible question of “who else is doing this?”		
14. I avoid putting my boss on the defensive or making him/her lose face or causing him/her to appear poorly informed, unrealistic, or overly conservative.		
15. I avoid arguing or debating. I avoid giving the impression that I alone have the right answer or most of the available wisdom.		
16. I present realistic end results and avoid exaggeration or overkill.		
17. I try to make it clear how we will know if the plan or idea is successful and when we can anticipate results.		
18. I increase the possibility of my boss/ acceptance of the idea by including a “dress rehearsal,” trial or pilot run in the in the overall proposal.		
19. I make sure that the boss, rather than myself, will get the credit for the proposal.		
20. I prepare myself for rejection. While I strive for success, I can accept the fact that the boss may defer judgment or give an outright “no.”		

Scoring

Give yourself 5 points for each “yes” answer.

80 points and above: You go to the top of the class! You are very sensitive to your boss as a person and to his/her needs. You certainly know how to present an idea well.

70-80 points: You have a good working knowledge of what it takes to get an idea across.

60-70 points: You have a fair knowledge and set of skills in selling your boss on an idea.

Below 60 points: Do not be surprised if your efforts at selling an idea frequently backfire. Try to sharpen up your skills before your next proposal.

100103 } 730 4873
P100104 }

\$200

2005 ORG DAY CHECKLIST

016 7110326

TUESDAY:

- ☒ SGT MITCHELL:
 - ☒ Big canopy; banner; Warrior Club canopy
 - ☒ Portapotties; generators; games; grills (SFC Gray); boundary
- ☒ SGT Mitchell board → SPONSORS!
- ☒ SGT Carlton—sumo
- ☒ SFC Gray—dinner menu/drinks
- ☐ A Btry—fundraiser?
- ☐ Block Party:
 - ☒ Beertenders—MSG Nolen + S1 Officer
 - ☒ Ash and trash -B BTRY 7-man detail; 4 cans from Warrior Club
- ☒ Sally Hall: Door prizes; water
- ☒ Marty's; CR UN - \$200
- ☐ Awards--LTC
- ☒ Mr HYON--band coordination 732 6819
- ☒ 1600 Walk thru (Sang Pae NCOICs) 2000
- ☒ Confirm with Gate One
- ☒ Carey rehearsal with Rhee, Porter, Saul - 1830
- ☐ Pick up CSM presents

\$1170 Paid
Owed
-560 Raised
\$610 Beer

second band

WEDNESDAY:

- ☐ 0800: Conf Rm—teachers;
- ☐ 0800: SGT M: Tables/chairs/small canopies; DJ stuff; ~~blew, stage, generators~~
- ☐ 0830: Formation
- ☒ Soccer game: Start 0845; finish 1000
- ☐ Door prize drawing—MSO start 0900
- ☐ Children—1st in at 0900
- ☐ Guest mgt—KATUSA guides
- ☐ 1300: Children seated in Carey PFC
- ☐ 1330: Grand Master Kim demonstration ; Relocate
- ☒ 1345: Children award ceremony
- ☒ 1630 Guidon Relay
- ☐ 1700 Happy Telecom — Beer 1700 BN Formation
- ☐ 1700-1830: Door Prize drawings (awards—sponsors?) → 1715 Block
- ☐ Beertenders; tips for band, right arm night fund;
- ☐ Police call after: Extra duty;
- ☐ B BTRY security (CQ)

1330 -
Relocate

THURSDAY:

- ☐ 0830-UTC: SGT Mitchell clean up detail; MWR pick up

No
carry in
beer!

Get

EXPENDITURES

<u>Expense</u>	<u>Detail</u>	<u>Outlay</u>	<u>Total</u>
Committed:			
360 Chairs, 60 Tables,			1790
5 Canopies	MWR	\$1,430	1730
3 Balloon games	MWR	\$900	
Awards	MWR Trophy	\$450	
Buses	MWR	\$300	
Credit		\$50	
3 Grills	MWR	\$60	
1 Ring the bell	MWR	\$50	
Award ribbons	New Coin	\$50	
Charcoal	Warrior Club		
Power	DPW (13)		
Hats	Aafes		
Sumo suits	MWR CRC		
		(14) reimburse:	
		\$1400	
		\$90	
		\$80	
		<u>\$3,390</u>	
			3593
			+ 60
			<u>\$ 3653</u>

900
 50 ✓
 80 ✓
 90 ✓
 40 ✓
 1160
 Unit: -800
 360

SOURCES OF FUNDS

<u>Resource</u>	<u>POC</u>	<u>Amount</u>	<u>Total</u>
MWR Unit Funds	COA 1	\$1,790 →	
Impact CC	LT Pestel	\$450	
Fund site	S4	\$1400	
Fund Raise	CU, BoA, Car	\$800	
	200 300 300		<u>\$3,040</u>
			\$4,580
Other sources:			
Beer profits	Mr Pak	\$50/keg	est: \$400
Other Sponsors:			
USO/MSO	Sally/Ken	H20; raffle	\$2,000
	Black	--door prizes	
MWR	LTC Murray;	Band; \$1 beer	\$5,000
	Mr Pak	Stage; Bleachers;	
		Club	
Aafes	Mr Daugherty	Stereo	\$250
DPTMS	Mr Lowe	Banners	\$800
			<u>\$8,050</u>

WHAT'S IN YOUR SPECIAL EVENT TOOLBOX?

Here are some recommended items:

- Glue: White, Spray, Crazy, Hot Glue
- Tape: Duct, Masking, Scotch
- Safety Pins
- Thumb Tacks
- Stray Pins
- Velcro
- Needle and Thread
- Wire
- Fishing wire
- Twine
- Rubber bands
- Box cutter
- Scissors
- Exacto-Knife
- Sharpies
- Band-Aids
- Batteries
- Flashlight (small)
- Paper towels and a small regular towel
- Extra pens – someone will always take yours!
- Rain poncho
- Small disposable camera (we always took pictures when something went wrong for reports that had to be done later)
- Hammer
- Screw driver
- Pliers
- Bungies
- String
- Rope
- Paper/pens/pencils
- Construction paper
- Stapler
- Paper clips
- Alligator clips
- WD40
- Straight Edge
- Tape measure

Feasibility

#1

- **Cost**
- **Manpower**
- **Facility**
- **Audience**
- **Season/Climate**
- **Conflicts/Program Schedule**
- **Security**
- **Safety**
- **Coordination/Support**

#2

- **Sponsorship**
- **Need**
- **Command Support**
- **Competition**
- **Location**
- **Legality**
- **Weather**
- **Demographics**
- **Political Climate**
- **AAFES**

HOW TO:

Communicate with Command:

Make an agreement that you will be allowed to attend

Arrange transportation

Ask to have ambush policy

- events
- permission
- coordination

Report all activity

Signatures

AARs

Communicate with classroom teacher:

Insist on his/her presence

Insist on his/her assistance

- to prepare
- to control the class
- to improve
- to plan and execute events

Multi-media

Lessons/CDs/resources

Planning events:

1. Start to plan
2. Clear with Sally Hall (Sophia)
3. Clear with your Command team – get on calendar
4. Reserve facilities – clear with Director and Garrison
5. Pass and ID memo processed – 10 days
6. Memo and request to sponsors
7. MWR Svc/Club/BOSS
8. DAPS – DD844
9. TSAK – A/V, Photos, Posters
10. CAC, gym, bowling alley
11. DFAC signature form, CDR memo

*Decision
maker*

KIS – Repeat (10X) and then again next week